

## **SR. DEVELOPMENT COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Sr. Development Coordinator position exists is to oversee the development and implementation of large-scale computer applications. Work is performed under general supervision of the GIS Director.

### **ESSENTIAL FUNCTIONS**

Assists with the design, development, maintenance, and installation of software and interface components. Provides site configuration and administration for assigned software products.

Researches and reviews current software and hardware products to recommend for implementation, which ensures the City stays current with present and future technology trends.

Manages all aspects of projects including resource allocation and budget requirements to ensure timely completion.

Trains, mentors, and coaches other IS staff to fully develop their technology skills to provide depth of knowledge for the continuation of quality products and services.

Interacts with management staff and customers to communicate project status efforts, system analysis, and design and operation data.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

##### Knowledge of:

Visual Basic and SQL Server  
Familiarity with scripting languages.  
Research methods and techniques.  
Information technology systems design and programming.  
Design specification development.  
Data communications security and privacy techniques.  
Principles of business system analysis, including the analysis of procedures, equipment, and methods.  
I.S. processes, regulations, codes, ordinances and terminology.  
Thorough working knowledge of MS Windows, UNIX, and TCP/IP network environments.

##### Ability to:

Evaluate and resolve customer problems and issues.  
Analyze, interpret, and present research findings.  
Analyze specifications and instructions to develop appropriate systems and programs.  
Prepare design specifications.  
Conceive a variety of solutions to functional problems and to reduce abstract ideas to easily understood procedures.  
Understand database organization access and retrieval technique.  
Debug new and existing programs.  
Establish and maintain effective working relationships with co-workers, supervisors, vendors, and users.

**Education & Experience**

Any combination of training, education, and experience equivalent to a bachelor's degree in computer information systems, computer science or a related field is required. Requires 5 years experience in Visual Basic and SQL Server. For the position focused on the Internet, additional requirements are FrontPage, IIS, ASP, ADO plus scripting languages VBScript and Java Script.

FLSA Status: Exempt

HR Ordinance Status: Unclassified